

Departmental Funding Proposal Template

Department Name:

Proposal Title:

Proposal Date:

Prepared By:

1. Executive Summary

2. Background & Rationale

3. Objectives

- Objective 1 _____
- Objective 2 _____
- Objective 3 _____

4. Proposed Activities

- Activity 1: _____
- Activity 2: _____
- Activity 3: _____

5. Funding Request & Budget Breakdown

Item/Description	Amount (USD)	Justification
Personnel	_____	_____
Equipment	_____	_____
Supplies	_____	_____
Other	_____	_____
Total	_____	

6. Expected Outcomes / Impact

7. Monitoring & Evaluation

8. Approval

Department Head:

_____ Date: _____

Signature:

Important Notes

- Ensure all sections are completed before submission.
- Provide clear justifications for all budget items requested.
- Attach relevant supporting documents if required.
- This proposal should align with departmental and institutional goals.
- All approvals must be obtained prior to fund disbursement.